

Manual Updates 2005

Clubs are reminded that manual updates will be issued to clubs on an annual basis at the beginning of each season.

Clubs will be issued with a summary of the changes as detailed in the Manual Updates Table together with the relevant pages/ sections of the manual. These pages should be added to the club's manual and old pages removed. The Manual Updates Table is provided in order that clubs may keep track of criteria developments relatively easily. Each page of a club's manual shall include a page footer e.g. **Issue Five – 2003**. Updates will be issued each year and this will be reflected in the footer. Updates for 2004 are referenced **Issue Six – 2004** and updates for this season are referenced **Issue Seven - 2005**.

Additionally there is a Current Issue Summary that is included at the end of this document. This is provided as a means of checking on the relevant issue date for each particular page and section.

As intimated last year a revised CD Rom that accompanies the manual will be reissued each year and will be labelled appropriately. The contents of the manual retained by the club in any given year should be exactly the same as the CD. This year the CD Rom is marked **2005**. The CD from last year, 2004, should now be destroyed or removed from use and marked as out of date.

At the start of next season clubs will be issued with

- A Manual Updates Table and Current Issue Summary for 2006. This should be included in the manual retained by the club with this document.
- Revised pages of the manual. These will have page footers entitled Issue Eight – 2006. These should be included in the club folder.
- A new CD Rom marked 2006.

Out of date pages and CD's need to be destroyed or removed from use and marked Out of Date.

Manual Updates Table for 2005

Page	Subject	Section	Change to wording	Explanation
	Introduction	01	No changes from 2004.	
	Licensor	02	Changes from 2004 as follows.	
Pg 1	Club Licensing Committee	2.21	Article number 113 has changed and is now 112 as detailed.	To reflect the changes to the Article numbers following the EGM in 2005.
Pg 2	Appeals Body	2.22	Removal of wording confirming that the decision of the Appeals Body is final and binding and is not subject to arbitration by CAS.	By express request of UEFA and agreed at the EGM in 2005.
Pg 6	Eligibility	2.61	Additional wording that includes the potential of qualification for UEFA competition via the UEFA Fair Play competition.	To reflect UEFA eligibility procedures.
	Licensee	03	Changes from 2004 as follows.	
Pg 2	Articles	3.3	Article numbers 113 and 126 have changed and are now 112 and 125 respectively.	To reflect the changes to the Article numbers following the EGM in 2005.

Page	Subject	Section	Change to wording	Explanation
	Core Process	04	Changes from 2004 as follows.	
Pg 9, 10, 11 & 12	Appeals Board	4.39	Article numbers have changed since 2004.	To reflect the changes to the Article numbers following the EGM in 2005.
Pg 12	Appeals Board	4.39	Additional wording for the Appeals Body to reflect changes in the procedures. As intimated previously the decision of the Appeals Board is final and binding in matters relating to National Club Licensing and there is no appeal to CAS.	By express request of UEFA and agreed at the EGM in 2005.

Page	Subject	Section	Change to wording	Explanation
	Infrastructure	05	Changes from 2004 as follows.	
Pg 5	The Field	5.61	There is now a specification for SPL clubs to have fields of 105x68m (unless current stadium construction issues prevent this) and for SFL clubs to aim for these dimensions as best practice. All clubs must meet minimum International standards of 100m in length and 64m in width.	As a means of encouraging clubs to meet minimum standards and progress to best practice dimensions.
Pg 6	Floodlights	5.64	The time period for SPL clubs to provide a floodlight report has been modified and a report will now be required on an annual basis rather than a bi-annual one.	This information is duplicated from the checklist as it is the likely reference point for clubs. The time period for the SPL clubs has been modified to align with UEFA requirements.
Pg 8	Dressing Rooms	5.72	The wording has been changed from maintained at all times in a good state of decoration to maintained in a general good condition.	The condition and not the state of decoration is the important aspect.
Pg 8	Dressing Rooms	5.72	Change to the wording that makes it a requirement for SPL clubs to have facilities and not simply procedures for the accommodation of male and female match officials.	To raise the standard in the SPL. It should be noted that in many cases the drug testing facilities would be acceptable for this purpose.
Pg 9	Technical Areas	5.75	Minor change to the wording in order that technical areas that are positioned in the stand meet the requirements.	To reflect those facilities that provide adequate standards but currently do not meet the present criteria due to the previous wording.
Pg 13	Spectator Areas	5.84	Minor change to the SPL to reflect the minimum of 6,000 seats.	Wording had previously referred to this changing in 2005.

Page	Subject	Section	Change to wording	Explanation
Pg 13	Spectator Areas	5.84	Removal of the requirement to provide a percentage of cover and seating in the SFL.	After due consideration of feedback from clubs. The previous requirements referred to a percentage of seating and cover in relation to overall capacity in each of the three divisions; 50% in Division 1, 30% in Division 2 and 15% in Division 3.
Pg 14	First Aid Facilities	5.87	Additional wording that requires there to be running water, accessible toilets and a telephone in the first aid room.	Recommendation received from external sources.
Pg 15	Provision for Disabled Spectators	5.88	Minor change to the wording to remove the reference to a future requirement occurring in October 2004.	Self-explanatory.

Page	Subject	Section	Change to wording	Explanation
	Youth & Coaching	06	Changes from 2004 as follows.	
Pg 3	Coach Qualifications	6.52	The wording for the assistant has been modified and now states “and to whomsoever provides the principal assisting role”.	As a means of ensuring that those providing the principal assisting role are subject to the requirements.
Pg 3	Coach Qualifications	6.52	Additional requirement for the Team Manager for an SPL club to have a UEFA Pro Licence by the beginning of season 2008/9.	As a means of addressing the UEFA requirement in 2010 and to raise the standard and encourage activity by unqualified coaches.
Pg 3	Coach Qualifications	6.52	Revised wording for the assistant that reduces the requirement to B Licence as a minimum.	As a consequence of the difficulties raised by clubs, the coach qualification requirement has been reduced for the assistant and takes a more pragmatic approach.
Pg 3	Coach Qualifications	6.52	Modified wording for the Recognition Award confirming the Association’s approach i.e. the SFA will continue to recognise the award whilst it has UEFA approval to do so but as decided by the Board in 2004, the SFA will not issue any new awards.	To update the position following the Board decision in 2004 and UEFA’s confirmation that it will not recognise the awards after the summer of 2010.
Pg 6	Youth Coach Qualifications	6.62	Additional wording for SPL clubs intimating that from the 2006/7 season each club will be required to have a have a minimum of two Youth Licence holders with all other staff qualified to Level 4 standard.	To update the position following the confirmed Youth Initiative Performance criteria.
Pg 6	Youth Coach Qualifications	6.62	Additional wording for SFL clubs intimating that from the 2006/7 season each club will be required to have a Level 4 coach or Youth Licence coach for each team.	To update the position following the confirmed Youth Initiative criteria.

Page	Subject	Section	Change to wording	Explanation
	Legal & Admin	07	There are no changes to the criteria from 2004.	
	Finance	08	Changes from 2004 as follows.	
Pg 1	Annual Accounts	8.1	Revision to the wording that now refers to an adverse opinion on the financial statements as well as a disclaimer of opinion.	By express request of UEFA.
	Codes of Practice	09	Changes from 2004 as follows.	
Pg 2	Child and Coach Protection	9.54	Wording has been changed in relation to Disclosure Checks and the means by which clubs are expected to demonstrate compliance.	The change to the wording follows upon an internal review of the level of proof required of clubs and advices received from Disclosure Scotland.

Page	Subject	Section	Change to wording	Explanation
	Checklist	10	Changes from 2004 as follows.	
Pg 3	Summary of Evidence	10.6	Removal of the reference to the update to page 15 detailing 2004/5 changes.	The 2004/5 changes have been removed from the end of the document and included on page 10. Page 15 is now deleted.
Pg 10	Youth and Coaching	10.7	Relevant page 15 updates from 2004/5 have been included on page 10.	These have been removed from the end of the document and included in the relevant section.
Pg 15	Additions for 2004/5	10.8	Page removed as detailed above.	Self-explanatory.
	Appendix	11	Changes from 2004 as follows.	
Pgs 1-6	Child and Coach Protection	AC1	Change to the wording and the page numbering.	To accommodate the Protection of Children (Scotland) Act 2003.
Pgs 7-24	Remaining Appendix items	AC2-AC6	Change to the page numbers only. Content remains the same.	As a consequence of the additional pages for AC1 as detailed above.